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AGRICULTURAL LIBRARIES INFORMATION NOTES

MANAGEMENT BY OBJECTIVE – A CONTINUING REPORT

by
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In the April issue of *Agricultural Libraries Information Notes* Gerald J. Sophar, Executive Officer, NAL reported on the development and implementation of a Management by Objectives (MBO) program within the Department and the participation of the National Agricultural Library in it. He reviewed the basic vocabulary and concepts behind MBO, its purpose and value to management as a planning tool and gave several examples of high level or "Secretarial Priority" objectives underway at the time. This article continues the report on the NAL objectives program.

Because MBO as a system was designed to encourage initiative rather than response, and to bring about change in a rational rather than a reactive manner, it was decided early in January to pursue its development on an internal as well as an external basis. As reported in *ALIN* the intention was to have by June 30, 1976 a fully established working system. Plans were thus developed in February, and an initial six month timetable was established for implementing the program library-wide. This timetable has since been met.

As with the Secretarial objectives, it was necessary to designate program officials and to isolate and select various objectives for inclusion in the program. This was the difficult, but most important part, and was thus done slowly, in phases between March and June 1976. This was called the negotiation stage.

In the negotiation process MBO program officials (persons directly responsible for achieving the objectives) met with Samuel T. Waters, the Associate Director, and discussed the purpose and value of their objectives, their relevance to the library's goals and mission and any unstated assumptions behind them. Discussions frequently occurred, over the wording of an objective, the exact meaning of a term, how to achieve an objective, and how to measure its attainment. Steps toward completion, or milestones, were discussed and outlined, and expected dates agreed upon.

Most writers on MBO agree that the success or failure of this management technique depends upon the honesty and openness of these negotiations. A miniature contract results from them. And if resources are available, and skills present, there is no reason why a good objective cannot be achieved.

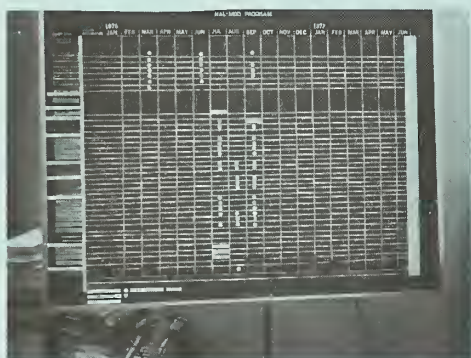
Some 45 separate objectives were negotiated in these discussions from eight different organizational units of the library. Some of these were routine like filling 192,000 document requests, or responding to 30,000 reference inquiries; others were aimed at management improvement such as increasing the number of qualified JURIS users, or enhancing the CAIN bibliographic software system. There were program objectives too, such as sending exhibits to professional conferences and preparing bibliographies for publication. By

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agreeing on these objectives, stating them explicitly, and reporting on their progress, we now have in one location a body of information about the direction of our internal operations. We can tell at a glance by our milestones and targets where we are and where we want to be at a given point in time.

Management Services collects reports on these



MBO magnetic display board

objectives and maintains two magnetic display boards which indicate their progress. A notebook is kept as well and updated monthly from information entered onto magnetic cards for use in a word processor. (Each objective has a code which identifies it on the board and refers to a full report contained in the notebook.) This system assures relatively quick access to current information about each objective and helps keep paper shuffling at a minimum. The Director reviews the boards regularly and can see where problems exist; and is better enabled to anticipate future difficulties. The display system also allows for comparison between objectives and reveals their interrelationships; another added benefit is the success of one frequently depends on that of another.

Rather than go into any more details, I am sure our readers would like to see more examples of our internal objectives. Some of these follow:

Develop and maintain an MBO tracking system by June 30, 1976 for both Department and NAL tracked objectives.

To enhance CAIN Bibliographic System software. Develop and test MARC software and enhance CAIN software with more

flexible MARC input and output mechanisms.

Expand use of contributing editors and special columns to further develop ALIN as a two-way channel of communication between NAL and agricultural librarians, researchers, and information specialists.

Send high quality, specifically targeted exhibits to all important library, information science, and agricultural conferences.

Objective for FY 76 is (1) to send exhibits to four professional conferences; and (2) to develop traveling exhibits in FY 1977 for agricultural programs, conferences, etc.

To prepare 780 information packages on demand in FY 1976, coordinating searches and services necessary to storing, duplicating and distributing completed packages.

More reports on our MBO program will appear in future issues of *ALIN*. And some of the results obtained will be presented. Managing by Objectives entails a continuous commitment to renegotiate and revise established objectives and develop and test new ones. It is an ongoing process at NAL. We are also moving into stage two of our implementation process and will be developing a cost accounting system for each objective. More on that later.

NEW SERIALS RECEIVED AT NAL



Information on Agriculture. Luxembourg,
Commission des Communautés européennes.
no. 1, 1976 — HD1920.5.152



AMERICAN AGRICULTURAL ECONOMICS DATA BASE

The American Agricultural Economics Documentation Center was established in 1970 through the cooperative efforts of the American Agricultural Economics Association, and USDA's Economic Research Service, Statistical Reporting Service and the National Agricultural Library. The purpose of the Center is to gain better bibliographic control of agricultural economic literature and to provide a system which will facilitate the discovery and retrieval of relevant literature by economists, other researchers, and administrators.

The Center selects for its data base (AGE), articles from journals, government documents, university, experiment station and extension service publications. Conferences, symposium proceedings, speeches, working papers and other items judged to be of interest to agricultural economists are also included. These articles are indexed, assigned a subject code, and accompanied by an abstract if available. The major subject categories of AGE are as follows:

- 1010 Agricultural Marketing
- 1020 Agricultural Policies and Programs
- 1030 Agricultural Products, Demand, Supply and Processing
- 1040 Food and Consumer Economics
- 1050 Foreign and International
- 1060 Production Economics and Farm and Management
- 1070 Regional and Human Development
- 1080 Resource Economics
- 1090 General

In January 1976, the 5, 182 records of AGE were added as one of the three sub-units of AGRICOLA (Agricultural On-Line Access) maintained by the National Agricultural Library. Approximately 150

citations are added to this sub-unit per month. AGE records which are retrieved from the computer appear in the following format:

```
76-9909352 ID NO.- 76-9909352 1172268
TRENDS IN PRODUCTION AND MARKETING OF CALIFORNIA FRESH MARKET
TOMATOES
JESSE, EDWARD W; MACHADO, MICHAEL J
DAVIS, UNIV CALIF COOPERATIVE EXTENSION SERV 75-BL/1871, 28 p
1974
DESCRIPTORS- FRESH MARKET; TOMATOES; PRODUCTION; MARKETING;
COMPETITION; TRENDS; CONSUMPTION; CALIFORNIA
CAT CODE- 1010
SEARCH- 19740000
SOURCE- EXT DOC TYPE- MONOGRAPH LOCATION- AGE
ABSTRACT: THIS REPORT DESCRIBES AND EVALUATES POST-WORLD WAR II
CHANGES IN PRODUCTION AND MARKETING PATTERNS FOR CALIFORNIA FRESH
MARKET TOMATOES. PARTICULAR EMPHASIS IS PLACED ON CHANGING COMPETITIVE
RELATIONSHIPS BETWEEN CALIFORNIA AND OTHER PRODUCING REGIONS. SEVERAL
SOURCES OF INDUSTRY INFORMATION PUBLISHED BY USDA AGENCIES AND THE
CALIFORNIA CROP AND LIVESTOCK REPORTING SERVICE ARE SUMMARIZED. THESE
DATA ARE AUGMENTED BY INFORMATION OBTAINED IN A SURVEY OF CALIFORNIA
TOMATO SHIPPERS AND UNPUBLISHED TOMATO UNLOAD INFORMATION FROM MARKET
NEWS SERVICE, USDA. A TECHNICAL APPENDIX TO THE REPORT DEVELOPS AND
ESTIMATES AN ECONOMETRIC MODEL OF THE PRICING SYSTEM FOR CALIFORNIA
FRESH TOMATOES. FACTORS AFFECTING THE SUPPLY OF AND DEMAND FOR THREE
SEASONAL CROPS IN THE STATE (SPRING, SUMMER, AND FALL) ARE OUTLINED
AND INCORPORATED IN STATISTICAL RELATIONSHIPS.
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Search approaches to the AGE file include article title, personnal author, corporate author, journal title, subject category codes, source codes, keywords, abstracts, NAL call number, and publication date.

Requests for searches of the AGE file may be directed to the National Agricultural Library as well as through many university libraries which also have direct terminal access. For those unable to utilize either, there are two commercial vendors that have the AGRICOLA data base on-line:

Lockheed Information System
3251 Hanover Street
Palo Alto, California 94304
(415) 493-4411 x-45635

Systems Development Corporation
SDC Search Service
2500 Colorado Avenue
Santa Monica, California 90405
(213) 393-9411 x-7277

Both firms can provide information about the use of the AGRICOLA file and offer training courses in the use of on-line terminals and search routines.

As a user of the AGE file, input to the Center is vital for its success and usefulness as a research tool. Individuals are urged to submit documents to the Center, either directly or through one of the university cooperators. While it is no longer

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mandatory to submit abstracts and keywords with documents, they are helpful. Documents should be sent to:

American Agricultural Economics
Documentation Center
Room 445, GHI Building
500 12th Street, S.W.
Washington, D.C. 20250

Actual publications cited in the bibliographies from AGE are maintained and made available from the National Agricultural Library, Division of Lending, Beltsville, Maryland 20705.

Prepared by Nancy Lewis, NAL, Social Sciences Reading Room. 

NEWS NOTES



Nominations for the 1977 Robert B. Downs Award for an outstanding contribution to intellectual freedom in libraries are now being accepted by the Graduate School of Library Science, University of Illinois at Urbana-Champaign.

The \$500 award was established in 1968 to honor Downs, now dean emeritus of library administration at Illinois, on the occasion of 25th anniversary with the University. The 1976 recipient of the award was Eli Oboler, Director of the Idaho State University Library at Pocatello.

Herbert Goldhor, director of the school, said the award may go to a library board member, a nonprofessional staff member, a professional librarian, a government official or anyone who has worked to further intellectual freedom and the cause of truth in any type of library. The faculty of the school will select the winner or may decide no one qualifies.

Letters of nomination will be considered from any source from now until April 15, and should be sent to Goldhor at the Graduate School of Library Science, University of Illinois, Urbana, Illinois 61801.

NEW PUBLICATIONS OF NOTE



Innovations in Land Use Management.

Editors: William A. Dando and Gary E. Johnson.
Grand Forks, North Dakota, University of
North Dakota Press, [c 1976] 177 p. \$5.
(postage paid).

Modeling for Pest Management—Concepts, Techniques, and Applications.

Editors:
Ramamohan L. Tummala, Dean L. Hayes,
Brian A. Croft. East Lansing, Departments of
Entomology and Electrical Engineering, and
Systems Science, Michigan State University.

Proceedings from the Second International
Symposium between U.S. and U.S.S.R. scientists
in the field of pest management, 1974.
\$9.50 plus 35 cents postage and handling.
Available from Tummala, Department of
Entomology, MSU, East Lansing, Michigan 48824.

Field Manual for Weed Control Research.

L. C. Burrill, J. Cardenas, E. Locatelli. 60 p.
\$5. (surface postage paid). Available from:
International Plant Protection Center,
Oregon State University, Corvallis, Oregon 97331.
A Spanish version will be published during 1977.

*A Long, Deep Furrow: Three Centuries of
Farming in New England.* Howard S. Russell.
Hanover, New Hampshire, University Press of
New England, 1976. 672 p. \$18.50.

Man's Feelings Towards Animals and Their Uses: A Source Book of Literature Citations and Animal Welfare Organization Data.

Daniel J. Witter, 1976. 86 p. (USDA Economic
Research Service, Natural Resource Economics
Division. Working Paper No. 16)
Free. Available from Daniel J. Witter, Research
Associate, School of Renewable Natural Resources,
University of Arizona, Tucson, Arizona 85721
(602-884-3487).



As of January 1, 1977, the American Agricultural Economics Documentation Center changed the category codes used in the AGE (Agricultural Economics) file to correspond with those used in AGRICOLA. When searching AGE, both the old and new category codes should be used.

Search approaches in the AGE file are identical to those in AGRICOLA. To retrieve only from the AGE file, combine a search statement with "Select LO=AGE" (Lockheed) or "AGE (SF)" (SDC). SDC will be changing the parenthetical qualifier (SF) to (FS) within the next month.

Approximately 200 citations per month are added to the AGE file. Of these, 75 percent are journal articles that will appear in the *Bibliography of Agriculture* beginning with the issue produced from the February 1977 NAL monthly sale tape. The citations will be integrated into the existing subject categories, with the majority appearing in the agricultural economics categories:

- General agricultural economics and land economics
- Agricultural administration and management
- Agricultural production costs and returns
- Agricultural production distribution
- Statistical data and methodology
- Outlook, policies, programs and legislation

The AGE citations will be accessible through all of the indexes excepting the FAO and translated publications indexes. The abstracts and key-words will not be published. For further information contact, Cynthia Kenyon, Room 445, GHI Building, 500 12th Street, S.W., Washington, D.C. 20250 (202-447-8684).

Last month changes to AGRICOLA were described; however, the following clarifications were inadvertently edited from the article.

The Previously described source and language code changes to the AGRICultural On-Line Access (AGRICOLA) files have been described to our tape subscribers (primary suppliers). A description of the changes to the AGRICOLA tape has been sent to our various national and international tape subscribers. These changes are not retrospective. These changes affect data only as added to AGRICOLA. Please check with your tape (primary) service to determine their handling of these changes!

These changes will be effective beginning with data input into the December 1976 issue of the monthly AGRICOLA tape. You must consult your local systems to determine when these data are loaded on your local computer centers or commercial vendors (Lockheed, System Development Corporation, and Bibliographic Retrieval Services).

With the addition of the new source code (6), source code 1 will be used for all items which are USDA-authored, USDA-sponsored, or USDA-published. The Japanese language code change was implemented on April 15, 1974. All other language change code changes were effective with the December 1976 issue of the AGRICOLA tape.

These changes have been incorporated into our files in order to make them more comprehensive and to keep abreast of current developments. We regret any inconvenience that it may cause you. If additional clarification is needed, please feel free to write or to contact Ronald J. Walton, Computer Applications, National Agricultural Library, Beltsville, Maryland 20705, (301-344-3811).





Clearance has been given by the Northeastern Forest Experiment Station to publish the following two bibliographies as station bulletins. A publication date has not been announced.

Bibliography on Arthropoda and Air Pollution.
C. J. Hay. 246 citations.

A Selective Bibliography on Insects Causing Wood Defects in Living Eastern Hardwood.
C. J. Hay and J. D. Solomon.

QUICK BIBLIOGRAPHY SERIES

The bibliographies in this series are primarily computerized online or batch bibliographies emanating from searches performed by the NAL Reference staff in response to customer requests.

Searches are selected for inclusion in this series for the currency of topic, depth of interest among NAL clientele, relative length (approximately 150 citations or more) and probable value to a larger audience. All titles in this series will be listed monthly for a six month period after which they will be withdrawn. Any revisions or updates will be renumbered and reannounced. Only one copy will be sent of a title; however, requestors may make photocopies. To request a copy of a "quick bibliography" send the title, series number, and a return addressed label to:

Reference Division
National Agricultural Library
Beltsville, MD 20705

NAL -- BIBL. -- 77-01. *Christmas Tree Production.*
212 citations from AGRICOLA, English only,
Fall, 1968 to August 1976. Search by
Jerome Rafats.

NAL -- BIBL. -- 77-02. *Availability of Metals in Soils.*
200 citations from AGRICOLA, no
exclusions. Search by Charles N. Bebee.

NAL -- BIBL. -- 77-03. *Atrazine.* 212 citations from
AGRICOLA, English only. Search by
Jerome Rafats.

NAL -- BIBL. -- 77-04. *Concentrations of Metals
Soils.* 189 citations from AGRICOLA, no
exclusions. Search by Charles N. Bebee.

CRIS-ONLINE VIA LOCKHEED/DIALOG

The Current Research Information System (CRIS) announces the availability of online interactive search and retrieval service for the CRIS technical data base through DIALOG, (File 60) a service offered by Lockheed Information Systems, Lockheed Missiles and Space Company, Inc., Palo Alto, California. Through DIALOG CRIS project, information may now be directly accessed from any location in the U.S., Canada, Australia, Mexico, and Western Europe.

The data base for this system is provided by CRIS and contains project information on on-going and recently completed agricultural and related research sponsored or conducted by the U.S. Department of Agriculture, the State Agricultural Experiment Stations, State Forestry Schools and other cooperating State Institutions, including Tuskegee Institute.

The online file contains a total of some 24,000 project descriptions and, except for financial and manpower information and some specialized codes, will be identical to the USDA-CRIS master file for corresponding update periods. Updates of new and revised project information are performed monthly and purges of projects terminated for more than two years are performed annually. (Since the number of new projects added annually (about 3,000) approximates the number of projects purged, the yearly average number of projects in the file remains fairly constant).

The service is principally intended to provide the general public with access to the CRIS file, thereby permitting users in CRIS client institutions to interact directly with the CRIS data base. Costs for online use are borne directly by the user. Rates for

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online searching of the CRIS file are \$40/hr. and 10 cents for each full project description printed offline. CRIS, however, will continue to offer in-house prepared searches to its client institutions at no charge.

Users who choose to access CRIS online through DIALOG do have the advantage of also accessing other, chiefly bibliographic, data bases which cover the broad spectrum of science, technology, education, psychology, sociology, business, and economics. These include:

- National Agricultural Library/AGRICOLA
- Biological Abstracts/BIOSIS PREVIEWS
- Chemical Abstracts/CA CONDENSATES
- Commonwealth Agricultural Bureau/CAB ABSTRACTS .

To access DIALOG via "dial-up" service, a user needs only a terminal, a telephone and a password. Virtually any make or model terminal that can be used for "dial-up" service is suitable for use with DIALOG. For high volume use (greater than 30 hours connect time per month) Cathode Ray Tube display terminals (CRT's) with an accompanying hard copy printer may be preferable. A number of options are available for communications including direct dial, TYMSHARE, TELENET, WATS or FTS.

All DIALOG data bases are available for access on a continuous, uninterrupted basis for over 80 hours each week, Monday through Saturday, during normal business hours in all time zones in the U.S. and Western Europe.

Further information is available from Lockheed/DIALOG Customer Service, 3251 Hanover Street, Palo Alto, California 94340.

800/227-1960 Toll Free (Continental U.S.
except California)
800/982-5838 Toll Free (California)
415/493-4411, Extension 45635 (Other
Locations)

AGRICULTURE DATEBOOK



April 27–30: COUNCIL ON BOTANICAL AND HORTICULTURAL LIBRARIES. 9th annual meeting. Morton Arboretum, Lisle, Illinois. Further information may be obtained from Ian MacPhail, Librarian, Sterling Morton Library, The Morton Arboretum, Lisle, Illinois 60532

April 28–29: NATIONAL ARCHIVES HISTORY CONFERENCE, Washington, D.C. Co-sponsor: Agricultural History Society. Title—Farmers, Bureaucrats and Middlemen: Historical Perspectives on American Agriculture. Write: Dr. Truly Peterson, National Archives and Records Service, Room 103, Washington, D. C. 20408.

May 9–11: BELTSVILLE SYMPOSIUM II, "BIOSYSTEMATICS IN AGRICULTURE." Beltsville, Md. Contact: BARC Symposium, Room 117, B-001, BARC-West, Beltsville, Md. 20705

May 18–27: XIII INTERNATIONAL GRASSLAND CONGRESS. Contact: Organisationsbüro, XIII. Internationaler Graslandkongress, Deutsche Demokratische Republik DDR—115 Berlin, Köpenicker Allee 39-57.

June: AMERICAN MEAT SCIENCE ASSOCIATION. Auburn, Alabama. Contact: H. K. Johnson, 36 S Wabash Avenue, Chicago, Illinois 60603.

June: AMERICAN SOCIETY OF AGRICULTURAL ENGINEERS. Raleigh, North Carolina. J. L. Butt, P.O. Box 410, St. Joseph, Michigan 49085.

June: NATIONAL ASSOCIATION OF COLLEGES & TEACHERS OF AGRICULTURE. University Park, Pennsylvania. Contact: Dr. Murray Brown, P.O. Box 2088 SHSU, Huntsville, Texas 77390.

June 1–3: FOREST FARMERS ASSOCIATION (AREA SOUTH). Royal Orleans Hotel. New Orleans, Louisiana. Contact J. W. Myers, 4 Executive Park E. Atlanta, Georgia 30329.

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June 5-8: *SPECIAL LIBRARIES ASSOCIATION. 68TH ANNUAL CONFERENCE.* New York, N.Y.

June 12-17: *22ND SEMINAR ON THE ACQUISITION OF LATIN AMERICAN LIBRARY MATERIALS (SALALM).* University of Florida, Gainesville. Contact: Lon Wetherbee, University of Texas at Austin, Benson Latin American Collection, Sid Richardson Hall 1-108, Austin, Texas 78712.

June 16-23: *ALA ANNUAL CONFERENCE.*, Detroit, Michigan.

June 21-23: *4TH SYMPOSIUM ON MACHINE PROCESSING OF REMOTELY SENSED DATA.* Sponsored by Purdue University with the cooperation of the American Society of Photogrammetry. Contact: John C. Lindenlaub, LARS, Purdue University, 1220 Potter Drive, W. Lafayette, Indiana 47906.

June 27-29: *INTL. WATER RESOURCES (SYMPOSIUM IN HYDROLOGY).* Fort Collins, Colorado. Contact: N. S. Grigg, Engineering Research Center, Foothills Campus, Colorado University, Fort Collins, Colorado 80521.

June 27-July 1: *AMERICAN HOME ECONOMICS ASSOCIATION.* Boston, Massachusetts. Contact: Maxine Westby, 2010 Massachusetts Avenue, N.W., Washington, D.C. 20036.

July 3-7: *FOREST PRODUCTS RESEARCH SOCIETY.* Brown Palace & Cosmopolitan Hotel, Denver, Colorado. Contact: K. E. Huddleston, 2801 Marshall Court, Madison, Wisconsin 53705.

July 11-14: *NATIONAL ASSOCIATION OF FEDERAL VETERINARIANS.* Atlanta, Georgia. Contact: Dr. C. H. Pals, Ste. 828, 1522 K Street, N.W., Washington, D.C. 20005.

July 11-14: *AMERICAN VETERINARY MEDICAL ASSOCIATION.* R. G. Rongren, 930 N. Meacham Road, Schaumburg, Illinois 60172.

July 11-17: *6TH ASIAN PACIFIC WEED SCIENCE SOCIETY CONFERENCE,* Jakarta/Indonesia.

July 17-20: *AQUATIC PLANT MANAGEMENT*

SOCIETY ANNUAL MEETING, Holiday Inn (downtown), Minneapolis, MN/USA.

July 17-20: *AGRICULTURAL INSTITUTE OF CANADA.* Guelph, Ontario, Canada. Contact: W. E. Henderson, Ste. 151, Slater Street, Ottawa K1P-5H4, Ontario.

July 31-August 3: *AMERICAN AGRICULTURAL ECONOMICS ASSOCIATION.* Town & Country Hotel, San Diego, California. Contact: J. C. Redman, Department of Agricultural Economics, University of Kentucky, Lexington, Kentucky 40506.

July 31-August 3: *AMERICAN SOCIETY OF ANIMAL SCIENCE.* Madison, Wisconsin. Contact: C. J. Cruse, 113 N. Neil, Champaign, Illinois 61820.

August: *AMERICAN SOCIETY OF PARASITOLOGISTS.* Las Vegas, Nevada. Contact: Dr. D. V. Moore, University of Texas, S.W. Medical School, Dallas, Texas 75235.

August: *AMERICAN SOYBEAN ASSOCIATION.* Louisville, Kentucky

August: *AMERICAN SOYBEAN ASSOCIATION.* Galt House Hotel. Louisville, Kentucky. Contact: Don Dingman, P.O. Box 158, Hudson, Iowa 50643.

August 2-3: *EUROPEAN WEED RESEARCH SOCIETY SYMPOSIUM,* Uppsala/Sweden.

August 7-10: *SOIL CONSERVATION SOCIETY OF AMERICA.* John Marshall Hotel, Richmond, Virginia. Contact: H. W. Pritchard, 7515 NE. Ankeny, Iowa 50021.

August 8-12: *POULTRY SCIENCE ASSOCIATION.* Auburn, Alabama. Contact: Dr. C. B. Ryan, Texas A & M University, College Station, Texas 77843.

AGRICULTURAL LIBRARIES INFORMATION NOTES is published monthly by the U.S. Department of Agriculture, National Agricultural Library, Beltsville, MD 20705. Leila Moran, Editor.

SUPPLEMENT: February 1977

<u>APPOINTMENTS</u>	<u>Position</u>	<u>Section</u>	<u>Eff. Date</u>	<u>Grade</u>
Nancy Bushby	Clk. Typ.	OD	2/07/77	3
Alice Samuel	Lib. Aide	Util.	2/15/77	2

PROMOTIONS

Nancy Lewis	Librn.	D.C. Br.	2/13/77	11
Diane Green	Clk. Typ.	OD	10/24/76	3

PROMOTION - CORRECTION

Sue Bull	Tech. Info. Spec1.	Catalog.	1/30/77	9
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January 1977 supplement read: Grade 3, effective 10/24/76.

PERIPATETIC STAFF

Jeanne Holmes attended the ALA mid-winter meeting, Washington, D.C., January 30-February 5, 1977.

William Yagodich attended the ALA mid-winter meeting, Washington, D.C., February 2, 1977.

William Yagodich attended the Philadelphia Acquisitions Information Network Conference, Washington, D.C., February 4, 1977.

Charles Bebee attended the Weed Science Society Conference, St. Louis, Missouri, February 7-16, 1977. He also gave a demonstration on AGRICOLA at the Sheraton-Biltmore Hotel in Atlanta, Georgia, during this time.

Wallace C. Olsen attended the Regional Microfilming Organizational Meeting, Dallas, Texas, February 15-16, 1977.

AWARDS TO BE PRESENTED
BY ASSOCIATES OF THE
NATIONAL AGRICULTURAL LIBRARY,
INC.

Three special awards will be made to nominated outstanding recipients in the agricultural library community by the Associates of the National Agricultural Library, Inc. at their annual meeting in the summer of 1977.

The Associates will honor outstanding performance in three different categories. Those honored must be nominated for this special attention by their exceptional contributions to the improvement of the agricultural library system and its literature.

The three categories are:

- (1) PROFESSIONAL ACHIEVEMENT AWARD for any published contribution to library literature or meritorious accomplishment in the library science field. Eligibility: Open to agricultural/biological librarians and to members of the Associates NAL, Inc.
- (2) CITATION OF SPECIAL RECOGNITION for special achievement and/or service given to the National Agricultural Library, to other agricultural libraries, or significant achievements leading to the advancement of the library science field. Eligibility: Open to concerned individuals and organizations in the agricultural field, NAL staff, and the Associates NAL, Inc.
- (3) DISTINGUISHED SERVICE AWARD recognizes and encourages meritorious performance exceeding job requirements at the National Agricultural Library. Eligibility: Open to all members of the National Agricultural Library Staff.

All nominations should be mailed not later than May 31, 1977, to Ms. Barbara J. Williams, Box 1565, South Carolina State College, Orangeburg, South Carolina, 29115. Each nomination should include the following information: (1) Name of the award for which the candidate is proposed, (2) a brief statement of the basis of the nomination and, where appropriate, a bibliography which supports the nomination.

The award takes the form of a bronze medallion.

The Associates NAL, Inc. seek your participation and interest.

UNITED STATES DEPARTMENT OF AGRICULTURE
NATIONAL AGRICULTURAL LIBRARY
BELTSVILLE, MARYLAND 20705

January 21, 1977

EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE MINUTES

Minutes of January 18, 1977

REGULAR MEETING

The regular meeting was held at 10:10 a.m. chaired by Robert Butler.

PRESENT

Sue Bull, Helen Butler, Robert Butler, Elizabeth Dolina, Bill Feidt, David Hoyt, Leslie Kulp, Gloria Pugh, Wallace Reeves, Erastine Williams and Chris Harris.

MINUTES OF PREVIOUS MEETING

The minutes were approved.

APPROVAL OF THE AGENDA

The agenda was approved.

REPORT OF THE EEO COORDINATOR

No report was given.

REPORT OF THE SPANISH SPEAKING COORDINATOR

Mrs. Acosta was absent, no report was given.

REPORT OF THE FWP COORDINATOR

Ms. Huecker was absent, no report was given.

REPORT OF THE EEO COUNSELORS

Ms. Williams reported that three cases in which she gave counseling were satisfactorily resolved. She also reported that since she has provided counseling in at least five cases, she is eligible for advanced EEO training and is enrolled in such a course.

REPORT OF THE EEO CHAIRMAN

Mr. Butler reported that a form for nominating a counselor was sent to all NAL staff. Dr. Farley, after reviewing the nominations, has asked Veronica Lefebvre to serve as EEO Counselor.

The position of FWP Coordinator was offered by Dr. Farley to Ms. Shirley Gaventa, who did not accept. The position was then offered to Ms. Huecker, who accepted.

Dr. Farley re-appointed Ms. Acosta as SSP Coordinator.

Mr. Butler welcomed Ms. Sue Bull as a new appointee to the Committee.

Mr. Butler finally indicated that three appointed members are leaving the Committee: Ms. Betty Daniel, Ms. Gloria Pugh and Mr. Wallace Reeves.

OLD BUSINESS

No old business was discussed.

NEW BUSINESS

Ms. Williams indicated that she obtained pamphlets concerning EEO which she would distribute to the Committee. She has two EEO posters which she will request Mr. Thies to display. She also discussed with the Committee the possibility of inviting speakers on EEO to the Committee meetings.

The meeting adjourned at 10:25.